

A.P.A. MENTAL HOSPITAL SERVICE

Bulletin

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RECREATION

EX-PATIENTS LEAGUE

19-25

A LEAGUE OF EX-PATIENTS of the Hillside Hospital, a private mental institution in Bellerose, N. Y., has been functioning for the past six years with a manifold purpose. The organization was formed to continue the social relationships established while in the hospital with the idea that former patients could aid each other in making a better adjustment to post-hospital life. It is especially beneficial to the more recently discharged patients, since the older members are able to do much towards alleviating their anxieties and feeling of insecurity through practical advice and the examples of their own successful re-adjustment.

The group, which serves as an organized aid to the hospital's rehabilitation efforts, does much for the welfare of patients still in the hospital. It gives parties for them, providing entertainers, refreshments, and prizes, and holds money-raising affairs to aid needy patients. These funds, administered by the hospital's medical director, provide indigent patients with spending money and medical and visiting expenses as needed.

Still another of the League's functions is working actively with other organizations in the mental hygiene movement to promote better conditions in mental hospitals, to encourage legislation in the best interests of mental patients, and to increase public interest in preventive mental hygiene.

PICNIC GROUNDS

19-13

PICNICING HAS PROVED A POPULAR RECREATION at New Jersey State Hospital in Greystone Park. The original Dell picnic grounds were so well patronized that a second area, the Grove, was set up last year for patients who have been there a long time.

One very large picnic table and fire places were built. Play areas were laid out. A cable runs from the hospital public address system to both picnic grounds so that music can be furnished as a background for games or dancing on the grass.

A REMINDER

The deadline for applications for the 1951 A.P.A. Mental Hospital Achievement Award is February 15, 1951. Full information about applying may be obtained from the M.H.S. Office.

CHILDREN'S GARDENS

19-21

SIMPLE GARDENING can be substituted for children's play activities. Most children enjoy digging, planting, and watching the plants grow, and take delight in displaying the results of their efforts.

A project such as is in operation at the Illinois Soldiers' and Sailors' Children's School can be adapted to institutions for mentally handicapped or disturbed children. There the children raised flowers and vegetables and held a festival to exhibit them. The displays included story-book characters fashioned from vegetables, floral arrangements, and collections of insects (butterflies, etc.). The arts and crafts instructor helped the children make their own vases and baskets.

TV IN ASSEMBLY HALL

19-24

THE HOWARD (R.I.) STATE HOSPITAL FOR MENTAL DISEASES has equipped its 1500-seat assembly hall with a life-size television receiver-projector which features a 6 by 8 foot screen receiving images visible from all parts of the hall.

A schedule for television programs for both patients and employees has met with audience approval.

The set is also equipped with a microphone and a phonograph unit so that it may be used for a public address system and for recorded music programs.

LABORATORY PLANS
AVAILABLE AT M.H.S.

A limited number of drawings of typical laboratory arrangements of the New York State Department of Mental Hygiene are available at the M.H.S. office. Included are sketches of a general laboratory, a research and histological laboratory, a bacteriological laboratory, a media sterilizer and wash-up room, and a director's laboratory, plus plans for standard units.

ADMINISTRATION

MODEL BUSINESS OFFICE

1-20

THE BUSINESS OFFICE at Rochester (N.Y.) State Hospital is a noteworthy example of efficient office administration. It operates in five units, with 16 employees, supervised by the senior business officer.

The unit for estimates, orders, and stenographic work prepares data for the quarterly and supplemental estimates of supplies and expenses, which are submitted to the state Department of Mental Hygiene for approval. This unit also compiles all requirement lists for items purchased under contract, to be transmitted to the State Division of Standards and Purchases, and serves as the agency for advertising and receiving bids on all open market purchases. If such purchases exceed \$500, it tabulates the bids and submits them to the state authority as required.

In the personnel unit complete files of everything pertaining to the employees, such as employment applications, wage deductions, time records, etc., are maintained. It prepares the estimated budget requirement for personal expenses and makes up semi-monthly staff schedule changes.

The cash unit receives and disburses all cash and keeps records of every cash transaction. A patient may deposit his personal funds and receive a printed receipt; the duplicate of this is filed for future audit and reference. Individual ledger accounts are kept for all patient deposits. These funds, together with profits from the sale of occupational therapy products and community store receipts, are deposited in separate bank accounts at local banks. The accounts are reconciled monthly against cash book and bank statements. The cash unit also prepares the financial reports and statements which the senior business officer submits monthly to the Department of Mental Hygiene. In addition, it has custody of patients' personal property, which is brought there for safe-keeping.

The responsibility of checking goods received to see that all orders are filled accurately goes to the voucher unit. Before this is done, a copy of each order blank

sent out is dispatched to the storekeeper's section where all goods are received. These duplicate blanks contain all the necessary information about goods ordered except quantity so that every order received will be weighed or counted in the stores. After the voucher unit verifies the bills, it sends them to the Department of Audit and Control immediately to take advantage of discount rates.

The fifth unit of Rochester's business office is the merchandise unit. This section has the task of handling all requisitions for every type of commodity purchased. Requisitions are receipted for all merchandise issued to the various departments of the hospital, by the use of a machine accounting system. The system provides a perpetual inventory and record of the actual cost of food, clothing, and household supplies issued. Weekly detailed consumption and receiving reports are sent to the proper state authority, along with periodical inventories of supplies on hand checked against the individual ledger accounts.

PRINT SHOP

1-19

THE PRINT SHOP at the Enid (Okla.) State School serves three purposes: printing of all office material from pay roll forms to booklets; publication of the Enid Stater, a monthly newspaper edited and printed by the patients; and vocational training of patients.

In the 16 months of operation, the Stater Press has furnished the school with well over 150,000 pieces of printed materials at a sizable saving below the commercial printing prices.

The printing shop also prints enough copies of the Enid Stater for free distribution to friends and relatives of the patients.

TRAINING

GRADUATE COURSE IN DIETETICS

10-13

COLORADO STATE HOSPITAL in Pueblo is the only mental hospital in the U. S. which offers a training program for dietitians under the supervision and approval of the American Dietetic Association. The A.D.A.'s official endorsement is determined by the methods and scope of training (which includes medical dietetics, pediatrics, administration and teaching), facilities for maintaining high food standards, the professional standing of the graduate staff, and the interest of the administration in an educational program.

Selection of dietetic internes is based on academic grades (each must have a bachelor's degree from an accredited college or university, with a minimum number of credit hours in specific courses), practical work experience, health and personality. Candidates must be between the ages of 20 and 30 years.

The dietary staff at the hospital consists of ten graduate dietitians and six to twelve dietetic internes. Board, room, and laundry are furnished each interne, as well as a cash allowance of \$35 per month.

During the 12-month training period, 48 hours a week is spent in practice work under supervision of the dietary staff, and at least 2½ hours weekly in conferences, lectures and seminars. Internes also par-

ticipate in special lectures and fields trips and extension work in personnel management at the University of Colorado. Each interne who successfully completes the course receives a professional certificate and is eligible for membership in the American Dietetic Association.

Since its inception in 1944, the hospital's dietetic program has graduated 44 internes, some of whom have remained on its staff; others have gone to work in other mental institutions.

The hospital has found that, as with any educational program, the internes provide a fresh viewpoint about problems, more interest in individual patients, and a stimulus to the graduate staff to keep up with the best in nutrition, dietetics, and food administration.

TRAINING GRANTS

10-14

THE N. Y. STATE DEPARTMENT OF MENTAL HYGIENE has announced that twenty employees at state institutions will receive advanced college training this school year through a fund of \$48,000 made available by the State Mental Health Commission from state funds supplemented by National Mental Health Act grants.

The money, divided into 20 stipends of \$2,400 each, will provide advanced education in psychiatric nursing and in occupational therapy. It will also allow further extension of the department's in-service training program now conducted for practically all grades of institution personnel.

Employees receiving the advanced college training will be granted educational leaves of absence from their jobs for the nine to ten months needed to complete their courses. These employees must agree to remain with the department for at least two years after graduation.

This year the awards will go to ten occupational therapy instructors and ten registered nurses. Selection was made on the basis of outstanding ability plus interest in administration or in teaching.

After their tuition has been paid from the stipends, the students will receive the balance in monthly installments.

PATIENTS

SPECIAL CLOTHING FOR DISTURBED PATIENTS

17-22

AS AN IMPORTANT STEP in improving the conditions in the wards for disturbed and suicidal patients at the Marion (Ind.) V.A. Hospital (June, 1950, *Bulletin*, 15-13), the patients were given special street clothes to replace the usual pajamas and convalescent suits. This was important not only as a morale factor, but it also permitted the patients to be suitably dressed for outdoor activities.

On the special observation ward, Romeo-type shoes were issued. These require no shoe laces, having an elastic band on each side of the instep. They may be purchased on contract from the Price Hutchins Co., 104 E. 4th St., Marion, Ind.

One of the psychiatric aides devised a method of sewing elastic in trousers so that they can be worn without a belt or suspenders. After the trousers are properly fitted to the patient, the bottom part of the waist band is ripped out for 4½ inches on each side of the back mid-seam. Then the

waist band is taken up about 1½ inches (¾ inches on each side of the center seam) and a 1 by 8 inch strip of elastic is inserted. This is sewed securely, zig-zagging from top to bottom of the band. The stitching is done with No. 50 white thread on a sewing machine, using a very fine needle to prevent injury to the elastic waist band.

NEW DEPARTMENT FOR CRIMINALS

17-24

A NEW DEPARTMENT for mentally ill criminals and criminally inclined juveniles was dedicated October 10 at Delaware State Hospital, Farnhurst. This building, authorized by the 1947 General Assembly, was named in honor of Chief Justice Joseph P. Coney "who was on the bench at the time the State of Delaware pioneered in the care of mentally ill by establishing the Delaware State Hospital."

According to the law, all criminally insane adults and criminally inclined juveniles will go to the new department when committed by a court or when transferred from another state institution.

The low building, which accommodates 45 patients, is the first of its type in the country. Features that may appear to be frills are actually barriers to escape. All the rooms are furnished simply but comfortably.

An official dedication program was held in the hospital chapel. A tour of the new building and a refreshment period followed. Pamphlets have been published to describe and explain the new department.

FARMS

INSTITUTIONAL FARMERS DISCUSS CROP PRODUCTION

18-4

A MEETING OF THE STATE INSTITUTIONAL VEGETABLE GROWERS was held at Vineland (N.J.) State School to consider production problems.

The growers discussed problems of adverse weather conditions, weed control, chemical sprays, irrigation, and other factors which affect crop production. Statistics were cited to prove that proper resting of land increases the yield per acre.

By employing up-to-date agricultural methods, New Jersey, with 1200 acres of field and 185 acres of orchard, is able to supply almost all the garden products needed to feed the 24,000 persons in its department institutions.

VOLUNTEERS

FASHION SHOW RAISES FUNDS FOR BEAUTY SHOP EQUIPMENT

11-14

THE PROCEEDS FROM A FASHION SHOW held recently by the Young Women's Club of Williamsburg, Va., have been donated to the Eastern State Hospital there. The money will be used to equip a beauty shop in the hospital, which will be set up by the O. T. Department. During the past year, members of the club have given permanent waves to the women patients.

N.J. State Hospital at Marlboro has used its loudspeaker system for musical programs three nights a week.

PUBLIC RELATIONS

SEMINAR IN PASTORAL
PSYCHOLOGY HELD

4-24

SIXTY-FIVE CLERGYMEN from western Oregon attended a three-day seminar on pastoral psychology held at the V.A. Hospital in Roseburg, Ore. The professional staff members of the hospital discussed with them counselling, symptoms of mental illness, etc., and conducted a general survey of the workings of a modern mental hospital. The clergymen in attendance, representing a number of denominations, requested that a similar program be held next year and suggested topics to be considered then.

PSYCHIATRY FEATURED
IN STATE JOURNAL

4-25

EACH YEAR ONE ISSUE of the Delaware State Medical Journal is devoted to psychiatric subjects. Some of the articles are papers which have been read before the State Medical Society; others are original. Most of the material is directed to physicians in other branches of medicine explaining what is happening in psychiatry. The treatment given patients in state institutions is also discussed. In addition, a section is given over to psychology and social work.

The Bulletin is published monthly for subscribers to the A.P.A. Mental Hospital Service, American Psychiatric Association, 1624 Eye Street, N.W., Washington 6, D. C.

Subscribers may request further details about any item appearing in the Bulletin. A post card request with reference to the number of the item is sufficient.

All subscribers are urged to contribute items to the Bulletin about developments in their hospitals.

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M.H.S. Regional Representatives: Selected to represent different types of mental hospitals, institutions, and government services in all States and Canadian Provinces. List available on request.

M.H.S. TO SEEK FINANCIAL
SUPPORT EARLY IN 1951

This month marks the end of the first year of operation of the A.P.A. Mental Hospital Service.

The Commonwealth Fund grant makes it possible to extend the service into next year. Well before the end of 1951, however, the American Psychiatric Association must be assured that subscribing members will give the financial support needed to continue and to develop the Service in the coming years.

The specific fees to be charged must still be determined. Briefly, \$20,000 is the absolute minimum needed annually to maintain the Mental Hospital Service. Some 600 hospitals, schools, and institutions have joined the Service on a free-of-charge, trial basis. In view of the limited number of potential subscribers, it is clear that the fee for each hospital will be substantial. Yet it will not be so great that it would appear as more than a small item in the budget of a public institution, nor so large that many private institutions would be unable to afford it.

Early in 1951 subscribing hospitals will receive a brochure outlining the first year's development of M.H.S. and suggesting its future activities, together with a letter soliciting their financial support. We hope they will respond with enthusiastic endorsement of a service which promises to go far in molding together the efforts of hospitals throughout Canada and the United States to improve the treatment of the mentally ill in their care.

FOOD

MODERN KITCHEN FACILITIES A
BOON TO BETTER MEALS

6-7

AN OUTSTANDING EXAMPLE of well-planned dietetic facilities is found at the Colorado State Hospital in Pueblo. The hospital has nine kitchens and 39 dining rooms, all of which provide cafeteria service. Three kitchens are equipped to serve between 1200 and 1500 meals, two serve 450 each, and one serves 150 persons. The hospital farm also has a small unit. In addition, there is a medical and surgical unit (equivalent to a general hospital service) which handles therapeutic diets and offers selective menu for those on a general diet. In this unit a cardex file is maintained with a record of each patient's likes and dislikes, the physician's orders, laboratory reports which might concern the dietitian, etc.

The kitchens have all types of up-to-date apparatus for preparing appetizing food, such as slicers and other cutting machinery, deep fat fryers, griddles and toasters, as well as the usual ranges, ovens, and steam jacketed kettles and meat roasters. Although the initial cost is greater, purchasing stainless steel equipment for all new units and for replacing old units wherever possible has proven to be long-range economy.

The newer units have heated food carts which become part of a cafeteria set-up when they reach the wards. Beverages, toast, and grilled foods are completed in the ward dining rooms so that they can be

EDITORIAL

The vast responsibilities demanded of the state mental hospital superintendent require that he be fully experienced and highly trained. Yet in many states the office of superintendent is filled by candidates without formal training and, in some cases, by completely inexperienced candidates appointed for political reasons.

For many years some of the large states have required candidates for this position to serve successively in the different capacities on the medical staff, working up to the post of assistant superintendent. Physicians who are then considered qualified for further training spend one to three years in the central department.

In this assignment the candidate becomes familiar with the over-all administration of the hospitals. He acquires experience and training in such problems as personnel management, budget operation, hospital inspection, and the compiling of statistics. Very little time is given to didactic training as most of the period is spent in performing routine duties under the supervision of the various department heads.

This method of training may produce many good superintendents and may be considered a step in the right direction. Unfortunately only a few states have the facilities to carry out such a comprehensive program.

Clearly there is an urgent need for some means of producing a constant supply of well qualified men for the top positions in state mental hospitals.

It is proposed that the need might be met to a large extent if a well organized course for mental hospital administrators were set up at an appropriate university, and qualified physicians were given an opportunity to attend. The cost to the state or province in time and money would be unquestionably a good investment.

RALPH M. CHAMBERS, M.D.

served fresh and hot. Since it is not possible to use the food carts in the older buildings which have no elevators, Aer-Void vacuum packers with several sizes of insets are used. In the small insets (five to each carrier) puddings, cobblers, escalloped dishes, baked meat loaf, etc., are prepared. The deeper insets (two or three to a carrier) are used for foods which can be packed after cooking.

All dining rooms are manned by dietary employees. The large cafeterias serving ambulatory patients offer a choice of food, whereas the ward dining room cafeterias offer only one menu but try to have the patient indicate his wishes as much as possible. Patients who are unable to go through the cafeteria line are brought into the dining room (some in wheelchairs), and an attendant or another patient carries their tray to them. Trays for bed patients are set up on the cafeteria line and carried to the bedside.

One copy of "Suggested State Legislation" outlined by the drafting committee of the Council of State Governments is included as a special supplement to this month's Bulletin.

COMMENTARY

Books Pamphlets Reports Periodicals

Maryland Builds, an attractive pamphlet of 60 some pages, has been published as a report of the state Department of Public Improvements for the period of July 1, 1947, to December 31, 1949. Effectively illustrated with photos and architects' sketches of institutions, floor plans, graphs, photographs of improvements made inside buildings, and pictures of officials responsible for the building program, the brochure is addressed to lay audiences. Copies may be secured from M.H.S.

The Illinois Department of Public Welfare has an eye-catching series of pamphlets for laymen telling about the state mental hospitals. It includes information for relatives of patients entering or leaving institutions, information on out-patient clinics, facts about commitment, and data on the new Galesburg State Research Hospital.

The Virginia Department of Mental Hygiene and Hospitals and the Mental Hygiene Society of Virginia have published the first issue of a new quarterly—*Mental Health in Virginia*. Addressed to home, school, church, government, farm, industry, and civic groups, the publication is "designed to help the people of Virginia develop sturdier mental health." In the October issue, Dr. Joseph E. Barrett, mental hygiene commissioner, asks, "Could you live on \$1.54 a day?" in discussing the budgetary needs of the state hospitals from the viewpoint of the patient. Dr. Granville Jones, superintendent of Eastern State Hospital, describes people who come to the hospital and the treatment they receive in "Are These Your Neighbors?"

Another new psychiatric publication, *The Psychiatric Bulletin*, has made its appearance under the auspices of the Texas State Department of Health. It is a quarterly planned to give the general practitioner, who does not have time to keep up with current trends in psychiatry, information that he can apply in his practice. Graphically illustrated articles point out the need for the family doctor to listen to his patients and to understand their emotional needs as well as their physical ones. (*The Psychiatric Bulletin*, 1603 Oakdale St., Houston, Tex.)

The November issue of *The Scientific Monthly* includes a challenging article by Dr. Alfred Plaut, Chief of Laboratory Science at Winter VA Hospital, called "Some Psychological Undercurrents of Scientific and Medical Writing." Not only does the author emphasize the need for good, simple English in the writings of medical men, but he also points out personality difficulties that may produce muddled phrases—"Many redundant, meaningless words point to insecurity." He also quotes from the *Bulletin of the Menninger Clinic*, May, 1947: "Psychiatry, above all branches of medicine, requires skill in verbalization.... That psychiatrists are so often accused of talking mumbo-jumbo is not so much because psychiatrists know so many technical words as because they are unskilled in the use of simple, explicit English."

The State of Illinois has issued a comprehensive, loose leaf "Manual on Standard Records and Procedures of the Mental Health Service" (See Sept. *Bulletin*, 1-16). Included are sections on administrative processing, examination and diagnosis, medical and psychiatric treatment, social service, laboratory service, non-medical therapies, veterans service, continued care, ward records, and reporting. Samples of all the forms employed in the department are also included. Although the handbook has been in use only for a brief period, a few changes in the forms and procedures have proved advisable. Copies of the present manual may be borrowed from M.H.S. (30c postage would be appreciated.)

The Journal of Psychiatric Social Work, Spring, 1950, carried two articles on social work in mental institutions: "Hospitalization as a Dynamic for Use in Case Work with Relatives in a Veterans Mental Hospital," by Harry S. Moore, Jr., of Coatesville, Pa., VA Hospital, and "Fantasy Versus Reality Regarding Casework in Mental Hospitals," by Joseph Andriola, Patton (Calif.) State Hospital. The former points out the excellent opportunity a social worker has to work with relatives of patients at the time of admission and discharge; the latter explodes some of the rationalizations social workers offer for not working in institutions.

PERSONNEL

EDUCATIONAL LEAVE

9-16

A PROPOSED PROGRAM FOR EDUCATIONAL LEAVE for medical personnel is under consideration by the Illinois Department of Public Welfare.

The program has a twofold purpose: (1) to improve the standard of medical service in the institutions by offering opportunities to study or to engage in research for brief periods and (2) to attract young doctors who will come into the department to augment the staff and to furnish the additional services required for a full treatment program.

Under the plan, educational leaves, not to exceed six months, may be granted only after completion of three years or more of satisfactory service. Medical residents would not be eligible. Leaves would be granted only for training or study which would improve the character of the service, treatment, and care of the patients in state institutions.

Requests for educational leave would be approved by the clinical director and the superintendent of the institution at which the doctor is employed. Final approval will be given by the director of the department of public welfare.

The physician would receive full salary during his absence for training or study. Physicians on educational leave would be required to submit complete periodic reports on the progress of training or study when requested by the committee reviewing the application.

N. J. HOSPITAL EMPLOYS

FEMALE PRISONERS AS AIDES

9-19

TRENTON (N.J.) STATE HOSPITAL has utilized the services of carefully selected women prisoners from the N. J. State Reformatory for Women at Clinton to relieve the shortage of ward attendants. The experiment began three years ago to alleviate the prison's overcrowding as well as the personnel crisis at the hospital.

During this time approximately 300 women from the prison have been employed at the hospital. At present 28 are working under supervision to provide the chief care given 660 women patients, mostly seniles. The women work twelve hours a day with time off for meals and a day off each week, and receive a small salary.

The hospital reports that these aides have given uniformly kind and sympathetic care to the patients. The prisoner-aides, in turn, have benefited from the opportunity to succeed in a none-too-easy task. Many, after their prison terms have expired, have stayed on at the hospital to continue their work.

PERSONAL SHOPPING SERVICE

9-17

PATIENTS WHO ARE UNABLE to do their own shopping in downtown department stores may engage the services of a Personal Shopper at the Institute of Living, a private mental hospital in Hartford, Conn. The Shopper is guided in her selection by shopping slips that list specific information about each item requested, such as size, shape, or color. In addition, she provides a consultation service for patients who are undecided about the purchases they wish.

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INDEX TO 1950 MENTAL HOSPITAL SERVICE BULLETINS

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An index of the 1950 *Bulletins* is included in this issue to help you locate quickly any of the more than 250 separate topics that were published during the past year. Beyond that we hope subscribers will be impressed by the broad base for exchanging information through the A.P.A. Mental Hospital Service as reflected in this index.

The first section lists the subjects covered. The second cites the hospitals and state departments mentioned. The third part, which will be printed with the February issue, gives a topical listing of all articles appearing in "Commentary."

As you know, the majority of the items running in the *Bulletin* are sent in by hospitals themselves. During 1950, 134 institutions contributed.

New York state headed the list with 11 state hospitals, 6 private hospitals, and 3 VA hospitals, in addition to the State Department of Mental Hygiene, sending in material. Next was New Jersey with 9 institutions, followed by Illinois and Ohio with 8 apiece.

Trenton (N.J.) State Hospital was the largest individual contributor, being responsible for 8 stories. Illinois Department of Public Health led the state mental hospital authorities with 7 items. Among private hospitals, the Institute of Living, Hartford, Conn., furnished 6 pieces. VA hospitals were responsible for 15.

The content of the 1950 *Bulletins* substantiates the basic assumption that all hospitals have developments, techniques, improvisations, and shortcuts that would be of practical value to other hospitals were they brought to light through the *Bulletin*.

We hope that the new year will bring increased contributions from all institutions, but particularly from private hospitals, general hospitals with psychiatric departments, schools for mental deficiency, and Canadian hospitals.

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